

Abilene Approval Chart for Curriculum Changes

A = Approve I = Information Item R = Respond In Writing

Course Number: **BUSA 120** **or Degree Plan(s):**

We would like to change BUSA 120 - Introduction to Business from a 2-0-2 course to a 2-1-2 course by adding a zero credit-hour lab to cover the technology topics which the students are currently expected to complete outside of class.

One of the course outcomes of BUSA 120 is “Master the basics of Microsoft Excel.” This objective makes up more than 15% of the course grade. Currently, students are expected to not only complete the five GMetrix training modules outside of class but also determine and complete whatever additional Excel practice they need to be successful taking the Excel certification exam. We have had a lower than desired success rate utilizing this self-directed approach, with fewer than 75% of students passing the Excel certification exam in three of the last five semesters. In addition, with the current course structure, the Excel portion of the class creates a significant level of stress for the students as well as a significant amount of outside work, primarily answering student emails, for the course professor and teaching assistants.

We would like to formalize the Excel portion of BUSA 120 by creating a zero credit-hour lab that would move Excel practice into a required weekly lab meeting. While some Excel practice might still be done outside of class, we would utilize the required lab time to conduct in-class demos, provide additional practice exercises, answer questions, and demonstrate real-life uses of the skills being covered. The required lab will also give us a platform to communicate the importance of Excel skills in the business world. We believe that additional repetition of the required skills along with in-class support for student questions will not only increase the success rate of Excel certification but also lower the level of student anxiety, reduce the amount of time they need to spend on Excel training outside of class, and give them some context for why these skills are important.

Along with Excel skills, we will utilize the lab time to introduce a handful of AI-related topics. As AI becomes more prevalent in all aspects of life, we need a place within the College of Business to give our students a foundation with regard to what AI can and can't do, how it should and shouldn't be used, etc. While this material is not currently included in BUSA 120 (or anywhere else in our COBA-core curriculum) BUSA 120 is a logical place for it to reside.

We believe that adding a zero credit-hour lab to BUSA 120 will make the Excel portion of the class more robust and will better set our students up for success.

		Dept./School	College	Dean	TEC	AUAC/Grad	Provost
	Campus-Level Academic Review¹						
	Change to a Course Include signatures from all chairs/program directors for cross-listed courses. ¹						
1.	Title (description unchanged)	A	A	A	I	I	I

2.	Description (not affecting content)	A	A	A	I	I	I
3.	Course term(s)	A	I	A	I	I	I
4.	Content (change of course outcomes)	A	A	A	I	I	A
5.	Number of credit hours	A	A	A	A	A	A
6.	Course number within the hundred	A	A	I	I	I	I
7.	Course number beyond the hundred	A	A	A	A	A	A
8.	Prerequisites	A	A	A	I	I	I
9.	Course restriction (e.g., majors only, junior standing)	A	A	A	A	A	A
10.	Level change (U to G or G to U)	A	A	A	A	A	A
11.	Cross list course	A	A	A	A	A	A
12.	Department of record	A	A	A	A	A	A
13.	Open or close a course	A	A	A	A	A	A
	Change to a Degree Plan						
14.	Educational Program — Revise	A	A	A	A	A	A
15.	Educational Program — Adopt/revise admission requirements	A	A	A	A	A	A
16.	GPA — Revise program-required GPA	A	A	A	A	A	A
17.	Minor — Revise	A	A	A	A	A	A

		Dept./School	College	Dean	TEC	AUAC/Grad	Provost	Campus Faculty	Senior VPAA	President
	Full Review									
	Change to Catalog Information (for Campus)									
18.	General requirements for Bachelor's and Associate Degrees	-	-	-	-	A	A	A	A	I
19.	Policies governing academic probation and suspension	-	-	-	-	A	A	A	A	I
20.	Requirements for graduating with honors	-	-	-	-	A	A	A	A	I
	Change to a Degree Plan									
21.	Educational Program — Add or Discontinue ²³	A	A	A	A	A	A	A	A	I
22.	Educational Program — Discontinue (Provost-proposed)	R	-	R	A	A	A	A	A	I
23.	Minor — Add or Discontinue	A	A	A	A	A	A	-	A	I
24.	Minor — Discontinue (Provost-proposed)	R	-	R	A	A	A	-	A	I
25.	Degree — Add or Discontinue	A	A	A	A	A	A	A	A	I
26.	Degree — Discontinue (Provost-proposed)	R	-	R	A	A	A	A	A	I

		Dept./School	College	Dean	AUAC	Provost	UGEC	University Faculty	Senior VPAA	President
	Change to General Education Requirements for Undergraduates (System)									
27.	Change course outcomes of an included course	A	A	A	A	A	A	-	A	I
28.	Add or drop a required course from the General Education Requirements	A	-	A	-	A	A	A	A	I
29.	Add or drop a course from a menu within the General Education Requirements	A	-	A	-	A	A	-	A	I
30.	Comprehensive revision of General Education Requirements	-	-	-	-	A	A	A	A	I

Notes

² Any change to a cross-listed course requires the signature of both department chairs or program directors overseeing the course to ensure that the courses stay in sync. This includes courses taught at other campuses (e.g. BIBL 101 and BIBO 101).

³ For undergraduate majors, a minimum of 30 hours is required. These programs must have a minimum of 6 elective hours, unless the requirements of external accrediting bodies make it impossible. Master's programs must include a minimum of 30 hours, and doctoral programs must include a minimum of 30 hours beyond the master's.

⁴ When a department/school or dean proposes closing a program, approval routing follows the typical process beginning with the department/school. An administrative proposal by the provost or senior vice president for academic affairs would follow the "provost-proposed" routing on the chart.

Updated 8/1/2023

Department/School(s)


Phil Vardiman (Feb 25, 2026 12:50:01 CST)

02/25/2026

Chair Signature

Date

Chair/Program Director Signature

Date

College Academic Council(s)


Arisoa Randrianasolo (Feb 26, 2026 13:23:12 CST)

02/26/2026

Chair Signature

Date

Chair Signature

Date

Dean(s)



02/26/2026

Signature

Date

Signature

Date

Teacher Education Council

Signature

Date

**Campus Academic Council:
Abilene Undergraduate or Abilene Graduate**

Signature

Date

Provost

Signature

Date

University General Education Council

Signature

Date

University Faculty

Abilene Faculty Senate Chair signature

Date

Dallas Faculty Council Chair signature

Date

Senior Vice President for Academic Affairs

Signature

Date

President

Signature

Date